



Census Jobs!

U.S. Department of Commerce • BUREAU OF THE CENSUS

**The Census Bureau is an
Equal Opportunity Employer.**

A UNIQUE OPPORTUNITY

The Census Bureau needs your help to conduct the Census 2000. We need local residents for a variety of exciting opportunities in the field and office. These openings may include interviewing households, office administration, office management, and field supervision. Most of the openings will be in the field. Help your community and make extra money by applying for one of these jobs NOW.

YOUR TRAINING

Before you go to work, you will attend a training session where you will learn the use of census forms and census interviewing and map reading techniques. Your supervisor will train you, assign and review your work, and answer questions.

WHEN YOU WILL WORK

All jobs will be short term and temporary. Your assignment will be approximately 4 to 6 weeks. You may work up to 40 hours per week. For the best results, 4 to 6 hours of field work may need to be performed in the evenings and weekends when people are generally home. Office work will include daytime work with some evening work.

YOUR BASIC PAY

You will be paid for actual hours of work including time spent in training. Social Security deductions will be taken from your earnings. Federal, State, and local income taxes, where applicable, also will be deducted. You will be reimbursed for authorized mileage and other expenses incurred while working. The preferred method of payment is using direct deposit into your financial institution account.

EARN MONEY WHILE YOU SERVE YOUR COMMUNITY

While working on the Census 2000, you will be representing your community and they will depend on you to do your best for them.

The information you collect is confidential and must not be disclosed to anyone except a sworn Census Bureau employee, and then only in the course of duty.

How can I qualify?

You can qualify if . . .

- You are 18 years or older. If you are under 18 and a function of the job is to drive, then you cannot be hired. (Those ages 16 and 17 may be hired for positions not involving driving so long as they meet State and local employment requirements.) A Social Security number is required for all applicants.
- You take a written test of basic skills (in some areas, the test may be taken in Spanish).
- You agree not to engage in any partisan political activity while performing work or in a duty status.
- If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must be registered with the Selective Service System.
- You are not currently or in the past year been employed as a tax assessor, tax collector, or law enforcement officer.

For more information, contact:

CONTINUE on reverse side

How do I complete the BC-170, Census Employment Inquiry?

- 1. Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example,

A	B	C	
---	---	---	--
- 2. Follow the instructions provided with every item. If you do not answer all questions fully and correctly, you may delay the processing of your application.
- 3. Enter one letter or number within each white block or complete the information on the line provided.

Here are a few explanatory notes for some of the items:

Page 1

Section A – Applicant Personal Data

- 3. Enter the *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
- 8. Enter your *Date of Birth*. For example, enter July 6, 1952 as follows:

Month	Day	Year								
<table border="1"><tr><td>0</td><td>7</td></tr></table>	0	7	<table border="1"><tr><td>0</td><td>6</td></tr></table>	0	6	<table border="1"><tr><td>1</td><td>9</td><td>5</td><td>2</td></tr></table>	1	9	5	2
0	7									
0	6									
1	9	5	2							

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Section C – Application Data

- 14a. Enter an (X) in the yes or no response box for: *Are you willing to work in the field?* If you enter "yes" in the response box, you will be considered for positions in the field. These positions include working primarily outside the office environment.
- b. Enter an (X) in the yes or no response box for: *Are you willing to work in the office?* If you enter "yes" in the response box, you will be considered for positions in the office. These positions include working primarily within the office environment.
 - By entering a yes for both office and field positions, you will be considered for positions in both those areas.

What is the test like?

Each applicant interested in Census Bureau employment must take a written test. One such test is called the Field Employee Selection Aid. It consists of 28 questions designed to measure the knowledge, skills, and abilities, required to perform a variety of Census jobs. You will have 30 minutes to complete the multiple choice test. Provided here are some sample questions to help better prepare you for the test. You may also request for a practice test to help prepare for the test.

The test is physically accessible to people with disabilities. Requests for reasonable accommodations for persons with disabilities (such as sign language interpretation) should be directed to the contact office and phone number on the front of this form.

Sample Questions

Review the numbers in Column A to those in Column B. Then answer the question below.

Column A	Column B
75823	87537
82537	85537
73358	75823
85537	73358
87537	82357

Which number in Column A has no match?

- (A) 82537
- (B) 85537
- (C) 97537
- (D) None of the above

ANSWER A

Multiply the numbers below:

- 1.5 x 6.3
- (A) .945
- (B) 9.45
- (C) 94.5
- (D) 945

ANSWER B

Can I receive veterans’ preference?

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans’ preference. To receive 5-point veterans’ preference, applicants must bring a copy of a completed DD-214, Certificate of Release or Discharge from Active Duty, to the testing site. To receive 10-point veterans’ preference, applicants must also bring a completed SF-15, Application for Veterans’ Preference, with the appropriate documentation list on the back, to the testing site.

What identification do I need?

Bring to the testing session one form of identification from List A, OR one from List B and one from List C.

List A

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)
- Unexpired foreign passport, with I-551 stamp or attached INS form I-94.
- Alien Registration Receipt Card with photograph
- Unexpired Temporary Resident Card
- Unexpired Employment Authorization Card (INS FORM I-688A)

List B

- Driver’s license or State ID
- School ID with a photograph
- Voter’s registration card
- U.S. Military Card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority

List C

- U.S. Social Security card
- Certification of birth abroad issued by the Department of State (Forms FS-545 or DS-1350)
- Birth Certificate with official seal of issuing authority
- Native American tribal document
- U.S. Citizen ID card (INS Form I-197)
- ID card for use of Resident Citizen of the U.S. (INS I-179)
- Unexpired employment authorization document issued by the INS (other than those in List A)

CENSUS EMPLOYMENT INQUIRY

OMB No. 0607-0139:

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Section A – APPLICANT PERSONAL DATA

1. Social Security Number

2. Name

Last Name

First Name

MI

3. Residence address

Street address or RFD number (Include apartment number, if any)

City

County

State

ZIP Code

4. Mailing address (if different from item 3)

Street address or RFD number (Include apartment number, if any)

City

State

ZIP Code

5. Intersecting streets nearest your home

6. Telephone number(s)

Area code

Number

Day

Evening

7. Sex (For statistical use only) Mark (X) one box.

Female

Male

8. Date of birth

Month

Day

Year

9. Are you a citizen or national of the United States? – If "No," write country of which you are a citizen:

Yes

No – Specify country →

10. FOR MALES ONLY: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must be registered with the Selective Service System. Mark (X) one box.

I certify that I **am** registered.

I certify that I **am not** registered.

11. Military Service

a. Do you claim veterans' preference? Mark (X) one box.

No preference – Skip to item 12.

Yes – List period(s) of service ↗

Month

Year

TO

Month

Year

Branch, Rank, Awards, Badges, or Campaign medals –

b. Veterans' preference categories? Mark (X) one box.

5-point preference – Attach your DD-214 or other proof

10-point preference – Follow instruction below

If you claim 10-point preference, you must complete a Standard Form 15, which is available at any Federal Job Information Center. ATTACH THE COMPLETED SF-15 TO THIS APPLICATION, INCLUDE THE PROOF REQUESTED ON THE REVERSE SIDE OF THE SF-15. Indicate the type of 10-point preference you qualify for by marking (X) one of the following:

10-point (disability) pref.

10-point (compensable disability) pref. – less than 30%

10-point (compensable disability) pref. – 30% or more

10-point (other) pref. (use when you are a spouse, widow, or mother of a disabled veteran)

12. Mark (X) highest education level

Some high school – Did not graduate

High school diploma/GED

Technical degree/Trade school degree or certificate

Associate's degree

Bachelor's degree

Master's degree

Doctoral degree

FOR OFFICE USE ONLY	A. Location			B. FIPS State		C. FIPS County		D. Census Tract			E. Census Block	
	Office or LCO											
	F. Employee class		G. I-9 Code		List A:	List B:	List C:	H. Veteran's proof		I. Language code(s)		J. Disposition
	<div><div></div>1 = Decennial 2 = ACE</div>							<div><div></div>Verified & attached</div>		<div><div></div><div></div></div>		<div><div></div></div>

NOTE – THE ACCURACY OF YOUR STATEMENTS WILL BE VERIFIED.

Section F – PRIOR WORK EXPERIENCE

22. If you have never worked, mark (X) here —————> ☐
and SKIP to item 26.

23. Can we contact your most recent employer?

- ☐ Yes
☐ No

24a. Name of your present or most recent employer

b. Supervisor's name (Last name, first name, middle initial)

Last Name

First Name

MI

c. Address of your present or most recent employer

City

State

ZIP Code

d. Telephone number

Area code Number

e. Date of employment

Month

Day

Year

TO

Month

Day

Year

f. Title of position and kind of work done,
explain work in item 33.

g. Salary

- ☐ Hourly ☐ Weekly ☐ Monthly ☐ Yearly

h. Did you supervise?

- ☐ Yes
☐ No

i. Reason for leaving

25a. Name of your next most recent employer

b. Supervisor's name (Last name, first name, middle initial)

Last Name

First Name

MI

c. Address of next most recent employer

City

State

ZIP Code

d. Telephone number

Area code Number

e. Date of employment

Month

Day

Year

TO

Month

Day

Year

f. Title of position and kind of work done,
explain work in item 33.

g. Salary

- ☐ Hourly ☐ Weekly ☐ Monthly ☐ Yearly

h. Did you supervise?

- ☐ Yes
☐ No

i. Reason for leaving

Section G – BACKGROUND INFORMATION	
Answer all questions in items 26 through 32 below. Read each statement carefully before responding.	
26. During the last 10 years , were you fired from any job for any reason, did you quit after being told that you would be fired , or did you leave by mutual agreement because of specific problems? If "YES," use 33 (below) to write for each job a) the name of the employer; b) the approximate date you left the job, and c) the reason(s) why you left	Mark (X) one <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
<div>When answering questions 27 through 31 you may omit: 1) traffic fines of \$300 or less; 2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a youth offender law; 3) any conviction set aside under the Federal Youth Corrections Act or similar State law; 4) any conviction whose record was expunged under Federal or State law. NOTE: You must include convictions resulting from a plea of nolo contendere (no contest).</div> <p>Important note about questions 27 through 31. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, if you fail to tell the truth or fail to list all relevant events, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution [18 U.S.C. 1001].</p>	
27. Have you ever been convicted of or forfeited collateral for any felony ? <i>A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.</i>	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
28. Have you ever been convicted of or forfeited collateral for any firearms or explosives violation?	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
29. Are you now under charges for any violation of law?	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
30. During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 27, 28, or 29 above.	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
31. Have you ever been convicted by a court-martial ? If no military service, answer "NO."	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
32. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government plus defaults on Federally guaranteed or insured loans such as student and home mortgage loans.)	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
<div>IF YOU ANSWERED "YES" TO 27, 28, 29, 30, 31, OR 32 GIVE DETAILS IN 33. For each violation write the: 1) date; 2) charge; 3) place; 4) court; and 5) action taken.</div>	
33. EXPLANATIONS OR ANSWERS TO ITEMS 1 THROUGH 32 – Attach additional listing if needed.	
Section H – PRIVACY ACT STATEMENT	
<p>Solicitation of this information is authorized by section 23 of title 13, U.S. Code, which authorizes temporary appointments in the Census Bureau. The information will be used primarily to determine your qualifications for employment and may be used also to identify you to other sources asked to comment on your qualifications, e.g., educational institutions, former employers, and law enforcement agencies, or to a court during legal proceedings.</p> <p>We must have your Social Security Number (SSN) to keep our records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The furnishing of all the information is voluntary, but failure to provide any part or all of the data requested will result in your receiving no further consideration for employment.</p> <p>Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Associate Director for Finance and Administration, Paperwork Reduction Project 0607-0139, Room 3104, FB-3, Bureau of the Census, Washington, DC 20233, and to the Office of Management and Budget, Paperwork Reduction Project 0607-0139, Washington, DC 20503.</p> <p>The eight digit OMB control number on the first page of this form confirms our authority to collect this information.</p>	
Section I – SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION	
<p>YOU MUST SIGN THIS APPLICATION IN DARK INK. Read the following carefully before you sign. A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section). I understand that any information I give may be investigated as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.</p>	
Signature	Date signed